

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 1.4	Effective Date 8/8/14	Page 1 of 5
	Supersedes Cooperation with Community and Governmental Organizations, dated 8/1/2005		
Approved By:  Commissioner James E. Dzurenda	Title Cooperation with Community and Governmental Organizations		

1. Policy. The Department of Correction shall actively pursue inter-governmental and inter-agency cooperation to improve Department operations, to coordinate service delivery to Department clients while avoiding service overlap and duplication, and to enhance the effectiveness, quality, and accountability of government operation. Community agencies, educational institutions, employees and private citizens shall be afforded opportunities to contribute to the planning and policy formulation of the Department.

2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 12-19a(a), 18-52a, 18-81, 18-81b, 18-81h, 18-91, 18-91a, 18-102, 18-105, 18-106, 54-124a, 54-125a, 54-125d, 54-130b and 54-133.
 - B. American Correctional Associations, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-1A-14 and 2-CO-1A-15.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4005, 4-4011 and 4-4019.
 - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-7D-03.
 - E. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standards 3-3009, 3-3010, 3-3017 and 3-3018.
 - F. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standard 1-CTA-1A-10.
 - G. Administrative Directives, 1.6, Monthly and Annual Reports; 1.7, Research; 4.1, Offender Records; and 4.4, Access to Inmate Information.

3. Types of Activities. In order to promote cooperation with community and governmental organizations and agencies, the Department shall engage in joint planning and program development, technical assistance and training, work and research projects, information and data exchange, joint policy development and internships. In addition, the Department shall pursue community service and other work projects using inmate labor.

4. Criminal Justice System Cooperation. The Department is an integral component of the criminal justice system. Coordination and cooperation among criminal justice agencies is critical to effective operations and public confidence in the justice system. To these ends, the Department shall cooperate with other criminal justice agencies to share all data and information and to coordinate service delivery. Such cooperation

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shall include, but shall not be limited to, the activities enumerated in this Directive.

- A. The Department shall regularly provide the Connecticut Board of Pardons and Paroles and the United States Department of Homeland Security, Immigration and Customs Enforcement agency with lists of inmates who meet the criteria for consideration of deportation under Connecticut General Statutes, Sections 54-125d and 54-130b. The Director of Offender Classification and Population Management shall issue and annually review guidelines for the screening and selection of inmates meeting these criteria.
 - B. The Department shall cooperate with law enforcement authorities in the implementation of witness protection initiatives. Department participation may include, but shall not be limited to: inmate phone and mail monitoring; inmate transfer in accordance with Administrative Directives and/or interstate compact provisions; annual and refresher training of staff; protective custody placements; and, staff participation in inter-agency task forces. The Department shall offer an annual training symposium for law enforcement authorities in order to disseminate information regarding the Department's activities and programs.
 - C. The Department shall seek participation of relevant state agencies in interdisciplinary task forces to address topics of current interest to the Department. The purpose of the task forces shall be advisory. A task force shall attempt to provide inter-agency solutions to public safety concerns. Membership and duration of such task forces shall be determined by the Commissioner or designee.
5. Interstate Compacts and Federal Treaties. The Department shall be linked with correctional agencies in other states and the federal government in order to transfer, receive and exchange prisoners within these systems. This network shall be maintained through three (3) compacts and a federal treaty: the New England Interstate Corrections Compact (Connecticut General Statutes, Section 18-102), the Interstate Corrections Compact (Connecticut General Statutes, Sections 18-105 and 18-106), the Interstate Compact for Adult Offender Supervision (Connecticut General Statutes, Section 54-133), and through specific contracts with the United States government pursuant to the provisions of Section 18-91 of the Connecticut General Statutes, to include the federal treaty concerning international prisoner transfer. Whenever feasible, the Department shall seek to accommodate the needs of other corrections agencies through these compacts and contracts.
6. Information Provision to Other Agencies. The Department recognizes that the executive, legislative and judicial branches each have responsibilities for the organization, operation and maintenance of an effective corrections system. The Department shall provide information to elected and appointed public officials, as well as representatives of other government agencies, consistent with the Department's correctional obligations and in accordance with this Directive.
- A. Any staff person receiving a request for information from a public official shall report the request promptly to the Unit Administrator or designee. Consistent with Administrative

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Directives 4.1, Offender Records and 4.4, Access to Inmate Information, the requested information shall be made available as soon as practicable in an appropriate form through the Unit Administrator or designee.

- B. Correspondence to governmental officials at any level pertaining to official responsibilities and operations of the Department which involves the explanation or interpretation of Department policy should be signed by the Unit Administrator.
7. Legislative Initiatives. Each year, the Commissioner shall issue a guidance memorandum asking all staff to make recommendations for legislation, which would enhance the efficiency or improve the operations of the Department. Whenever such legislation would affect the operations of another government agency, the Commissioner or designee shall contact the potentially affected agency in order to reach agreement upon legislation to mutually benefit each agency's operations and activities.
8. Coordination. The head of each division and unit shall be responsible for promoting involvement among other agencies and levels of government as appropriate.
9. Public Safety Committees. The Department shall establish a Public Safety Committee in each municipality in which a correctional facility is located. The Unit Administrator shall be a member of the Committee, which shall also include representatives appointed by the chief elected official of the municipality. Other persons (e.g., elected and appointed government officials, representatives from concerned community agencies, citizens, educational institutions and Department personnel) may be invited to serve as members at the discretion of the Committee. The general public and members of the press shall be allowed to attend each Committee meeting. The Committee shall meet not less than quarterly to review correctional safety and security issues that affects the host municipality. The Committee shall endeavor to:
- A. Promote a positive community relationship with the unit.
 - B. Foster communications between the unit and the community.
 - C. Resolve problems involving the community and the unit.
10. Coordination with Community Agencies. In addition to the meeting required in Section 9 of this Directive, Unit Administrators should consider other coordinating activities with local agencies including:
- A. Holding regular meetings with local and regional criminal justice and emergency response agencies to ensure coordination and cooperation in planning and implementing joint activities, programs and plans, especially the joint implementation of emergency plans.
 - B. Engaging in activities which maintains an active and positive relationship with the surrounding community.
 - C. Cooperating in the planning and developmental efforts of various regional planning agencies.
 - D. Exchanging information with other relevant State agencies having facilities and programs in the area to explore mutually beneficial activities.

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- E. Encouraging staff members to become members of various local and regional advisory boards and to seek membership on the board of directors of various non-profit and not-for-profit organizations as part of a community service obligation as long as efforts are made to avoid conflicts of interest.
11. Notification Requirement for New Housing Agreements. The Commissioner or designee shall provide written notice to the chief executive officer of a municipality and any public safety committee not less than 60 days prior to:
- A. The effective date of any new agreement or renewal of an existing agreement between the Department and a public or private hospital or other health care facility located in such municipality concerning the ongoing provision of inpatient or outpatient services to inmates.
 - B. The effective date of any new or existing agreement or renewal of an existing agreement between the Department and any public agency, other than a State agency, concerning the placement in custody or care in a correctional facility in such municipality of persons under the jurisdiction of such agencies.
 - C. The effective date of any new or additional terms to any such existing agreement.
- The notice required pursuant to this Directive shall specify the action taken or planned including security measures and procedures for cooperation with local law enforcement officials.
12. Certification of Correctional Facilities. By August 1 of each year, the Department's Legislative Liaison shall provide a list of correctional facilities to the Secretary of the Office of Policy and Management.
13. Notification Requirement Relating to Capacity and Population. By November 1 of each year, the Department's Legislative Liaison shall provide written notice to the chief elected official in each municipality in which a correctional facility is located of the actual capacity and inmate population of such facility at that time.
14. Cooperation with Educational Institutions. Unit Administrators should establish relationships with local colleges and universities to develop plans and programs for mutually beneficial activities. Such activities may include:
- A. Program evaluations of operations.
 - B. Internships and practica with Department units by qualified students.
 - C. Research, in accordance with Administrative Directive 1.7, Research, by university and college students and faculty.
 - D. Specialized consultation, training and technical assistance to the unit by college and university personnel.
 - E. Teaching and other activities by Department personnel at colleges and universities.
 - F. Joint program and policy planning and development.

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- G. Efforts to recruit and retain career correctional employees through educational programs designed to enhance the skills, knowledge and capabilities of such employees.
- 15. Reports of Activities. Unit Administrators shall report activities conducted under this Directive in their annual reports as required in Administrative Directive 1.6, Monthly and Annual Reports.
- 16. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.